

CenturyLink Reservationless Audio Conferencing Touch Tone Commands

Participant Controls		
Feature	Function	Benefit
Press *0	Assistance	For assistance from a support agent
Press *1	Help Menu	To access the Help Menu
Press *4	Increase conference volume	To increase the volume of participant voice/lines in the conference
Press *6	Mute/Unmute	To mute or unmute your line
Press *7	Decrease conference volume	To decrease the volume of participant voice/lines in the conference
Press *8	Decrease your voice volume	To decrease the volume of <i>your</i> voice in the conference
Moderator Controls		
Press *9	Feature List	To hear a complete list of moderator features
Press *21	Subconference	To initiate a subconference – up to 9 subconferences available. After a subconference is initiated, the moderator will be prompted to enter a number from 1 to 9 for the first subconference “room”. The moderator is automatically joined to that room. The moderator should verbally assign room numbers to participants before the room is initiated. Participants can enter their assigned room by pressing #, followed by the room number. The moderator may terminate the subconference by pressing #0. All participants will return to main conference. Participants may return to the main conference anytime by pressing ##.
Press *22	Record Conference	To record a Reservationless conference. Press *22 to start recording. Press *22 and choose option 1 to pause your recording. When ready to append to existing recording, press *22, option 1 again. To erase and restart your recording, press *22 and choose option 2. Your recording ends and begins archiving when all attendees have disconnected from the conference.
Press *31	Enable/Disable Security Code	To turn the security code on/off
Press *32	Conference Introduction	To record a conference introduction or turn off the conference introduction
Press *39	Enable/Disable Entry Tones	To turn on/off the tones heard when a participant enters the conference
Press *91	Participant Count	To hear a count of participants on the call
Press *92	Roll Call	To hear a roll call of current participants. This feature must be enabled via conference create/edit on the Gateway.
Press *93	Disconnect all lines	To terminate all participant connections to the call
Press *94	Lock/Unlock conference	To lock or unlock your conference. Prevents other attendees from entering your conference.
Press *96	Mute All	To mute all participant lines
Press *97	Un-mute All	To un-mute all participant lines

Contact your CenturyLink Representative today!





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